

Idaho Behavioral Health Community Crisis Center COVID Funding
PROPOSAL GUIDANCE

Release Date: October 16, 2020

Proposals Accepted: October 16, 2020 through November 13, 2020 at 5:00 PM

DIVISION OF BEHAVIORAL HEALTH
DEPARTMENT OF HEALTH AND WELFARE

Proposals **must be received** no later than **5:00 PM** Mountain Time on **November 13, 2020**. Applications may be submitted via post, delivery, or email.

Submit applications to:

Division of Behavioral Health
450 W. State Street, 3rd Floor
P.O. Box 83720
Boise, Idaho 83720-0036



Idaho Department of Health & Welfare
Division of Behavioral Health

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I. PURPOSE OF THE IDAHO BEHAVIORAL HEALTH CRISIS CENTER COVID FUNDING

The purpose of this funding opportunity is to offset current or future costs incurred by the Behavioral Health Community Crisis Centers (BHCCC) due to the COVID-19 Pandemic. Examples of eligible current or future costs include, but are not limited to, personal protective equipment (PPE) for staff/clients, modifications to care settings to ensure compliance with safety/physical distancing protocols, or personnel/staffing costs incurred to meet changes in service demand.

The funding for this opportunity has been provided by the Idaho Legislature. The subgrant award is up to \$200,000 across all Crisis Centers (at least \$28,500 per award recipient), beginning the date the subgrant is signed by all applicable parties.

Applicants will be required to provide their Data Universal Numbering System (DUNS) number and must affirm their understanding that no entity as defined at 2CFR Part 25, Subpart C, may receive award of a subgrant unless the entity has provided its DUNS number.

II. ELIGIBILITY REQUIREMENTS

A. Eligible Applicants

Applicants must be an Idaho Division of Behavioral Health (DBH)-contracted BHCCC.

B. Eligible Activities

Activities include those identified in the Purpose section above or in support of the award's Services and Activities section (III.A.).

C. Restrictions

By applying, the applicant acknowledges that the entity shall comply with Single Audit requirements according to 2CFR 200.500-521, subaward and executive compensation reporting requirements as required by the Federal Funding Accountability and Transparency Act (FFATA), and any specific grant requirements."

III. GRANT SPECIFICS

A. Award Amount

The award amount for this subgrant is up to \$200,000 across all recipients. Therefore, the amount per recipient will depend on number of applications received.

B. Duration of Funding

The duration of funding for this subgrant is based on the date the proposal is submitted. The end date, regardless of the start date, will be December 31, 2020.

C. Timeline & Application Process

Applications Available: October 16, 2020

Applications Due: November 13, 2020

Award Notification: By November 20, 2020

Subgrant Start Date: Within 30 days of contract being signed

D. Award Process

Proposals are reviewed, negotiated, and awarded by DBH. Once a proposal has been agreed upon a copy of the subgrant will be sent to the applicant for review and signature. Once returned, the subgrant must be sent back to Idaho Department of Health and Welfare, Contracting and Procurement Services Unit (CAPSU). When the subgrant is fully executed, a signed original will be returned to the applicant. Activities cannot be initiated until the subgrant is fully executed.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Proposal Format Requirements.

Applicants are strongly encouraged to submit their application via email attachment.

If you choose to submit via hard copy, submit two (2) copies of your application on 8 ½" X 11" white paper.

Contact Ryan Phillips at 208-334-6610 or ryan.phillips@dhw.idaho.gov for questions and assistance regarding the application and submission process.

B. Components of a Proposal

1. Proposal Face Page
2. Data Universal Number System (DUNS) & Tax Identification Number (TIN)
3. Focus and Statement of Need
 - a. Provide a statement of need that includes key components that identify gaps in resources and current impacts to your program as a result of the COVID-19 pandemic.
4. Proposed Implementation Approach
 - a. Describe how you will utilize the award to address or mitigate the impacts to your organization. Below are possible questions to consider:
 - i. What equipment is necessary to protect clients and staff?
 - ii. What modifications to the care setting may be necessary?
 - iii. What additional staffing education and competencies training need to be provided?
 - b. Include a timeline showing dates, key activities, and responsible staff.
5. Staff and Organizational Responsibility
 - a. Identify which staff/individual will be responsible for ensuring and documenting the implementation of your selected approach.
6. Performance Measurement

Recipients will be required to provide a single report to the IDHW by December 31, 2021 identifying what the provided funding was utilized for, when activities were started and completed, and to what extent the identified impacts have been addressed or mitigated.
7. Budget Justification, Existing Resources, and Other Support
 - a. Provide a line item budget depicting how the funds will be utilized.

V. SUBMISSION REQUIREMENTS

Proposals will be accepted beginning October 16th, 2020. All Proposals must be received by the Division of Behavioral Health no later than November 13th, 2020 at 5:00 PM Mountain Time.

Applications may be submitted by post, hand delivery, or email. Email correspondence is encouraged and will receive confirmation of receipt.

Address:

Division of Behavioral Health
450 W. State Street – 3rd Floor
P.O. Box 83720
Boise, ID 83720-0036

Phone: (208) 334-6610

Email: ryan.phillips@dhw.idaho.gov

VI. PROPOSAL EVALUATION AND AWARD DETERMINATION

The DBH will review all proposal submissions and request any clarifying information within 15 days of receipt. The DBH will work with each recipient to develop necessary reporting/outcome requirements, if necessary, specific to the activities submitted in the proposal.